

**BY ORDER OF THE COMMANDER
90TH SPACE WING**



**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 13, CHAPTER 1**

**90TH SPACE WING
Supplement 1**

12 SEPTEMBER 2002

Supply

**STANDARD BASE SUPPLY CUSTOMER'S
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 23-110, Volume 2, Part 13, Chapter 1, 1 July 2002, is supplemented as follows and applies to 90th Space Wing organizations. It provides guidance to customers supported by Transtecs Corporation Supply. This chapter outlines the procedures for customers to follow in conducting day-to-day operations with Base Supply through the SBSS and defines the responsibilities and duties of supply customers and equipment custodians in relation to their interaction with Base Supply. This publication does not apply to Air Force Reserve and Air National Guard Units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, Records Disposition Schedule (will become AFMAN 33-322, Volume 4). Comply with AFI 33-332/AFSPC Sup 1, Privacy Act, for documents containing privacy act information. For official use only information, comply with DoDR 5400.7, DoD Freedom of Information Act Program, Air Force Supplement/AFSPC Sup 1, Chapter 4.

SUMMARY OF REVISIONS

This supplement is revised to create a separate chapter supplement to AFMAN 23-110, Volume 2, Part 13, and it revises standby duty hours, paragraph **1.4.1.1.2. (Added)**, standby roster, paragraph **1.4.1.1.2.1. (Added)**, and organization cost center changes. It updates example memorandums, **Attachment 1A4 (Added)**, **Sample Request For Organization Cost Center Record Memorandum, Attachment 1A5 (Added)**, **Sample Deletion Of Organization Account Record Memorandum**; and **Attachment 1A6 (Added)**, **Sample Equipment Custodian Appointment Memorandum**. A bar (|) indicates change from the previous edition.

1.4.1.1. (Added) Base Supply duty hours are as follows:

1.4.1.1.1. (Added) Normal duty hours are Monday through Friday, 0730-1630. All areas are manned during the lunch hour.

1.4.1.1.2. (Added) Duty hours for standby personnel are 1630-0730 weekdays, weekends, and holidays for potential MICAP requests.

1.4.1.1.2.1. (Added) Provide a copy of the standby personnel roster to supported activities monthly.

1.9. Organizational commanders will submit, in writing, requests for organizational loads, changes, or deletions to the Chief of Supply (See sample memorandums: **Attachment 1A4 (Added)**, **Sample Request For Organization Cost Center Record Memorandum** and **Attachment 1A5 (Added)**, **Sample Deletion Of Organization Account Record Memorandum**). The 90 CPTS will provide a Project Funds Management Record (PFMR). Memorandums designating equipment custodians will be forwarded to the Equipment Management Section (See sample memorandum, **Attachment 1A6 (Added)**, **Sample Equipment Custodian Appointment Memorandum**).

Attachment 1A4 (Added)**SAMPLE REQUEST FOR ORGANIZATION COST CENTER RECORD MEMORANDUM**

MEMORANDUM FOR TRANSTECS CORPORATION CUSTOMER SERVICE

FROM:

SUBJECT: Request for Organizational Cost Center Record (OCCR)

1. Request an OCCR be assigned for our organization. Justification for a new OCCR is:

2. Please fill out the categories that pertain to your account.

- a. Organization Identification Code: _____
- b. Organization Title (including Office Symbol): _____
- c. ORG Code: _____
- d. Shop Code: _____
- e. Primary Custodian/Phone: _____
- f. Alternate Custodian/Phone: _____
- g. PFMR (A&F): _____
- h. Cost Center: _____
- i. Type ORG Code: _____
- j. Force Activity Designator (FAD): _____
- k. Delivery Destination Code: _____
- l. Primary Delivery Destination (Bldg./Room#): _____
- m. Alternate Delivery Destination (Bldg./Room#): _____
- n. Zip Code: _____
- o. Off-Base Flag: YES/NO _____
- p. ICBM Maintenance Activity Destination: _____
- q. AWP Delivery Destination: _____
- r. Equipment Authorization Flag: YES/NO _____
- s. Bench Stock Authorization Flag: YES/NO _____
- t. Bench Stockage Days: 45/60 _____
- u. MAJCOM: _____
- v. Gaining MAJCOM: _____
- w. System Designator: _____

3. Questions may be directed to Records Maintenance Personnel at ext. 2373.

JANE DOE, SSgt, USAF
NCOIC, Records Maintenance

1st Ind,

Reviewed PFMR and Cost Center Code; recommend approval/disapproval.

Signature and Date

Attachment 1A5 (Added)

SAMPLE DELETION OF ORGANIZATION ACCOUNT RECORD MEMORANDUM

MEMORANDUM FOR

FROM: TRANSTECs CORPORATION CUSTOMER SERVICE

SUBJECT: Deletion of Organization Account Record

1. Your account number _____ has been marked for deletion. It is requested that you review your files and decide if the account is still needed. Please sign the appropriate statement below not later than _____. Have deletion authorized at the 90th Comptroller Squadron and return this memorandum to Record Maintenance in Base Supply.
2. If you have any questions, please call ext. 2373.

JOHN DOE, SSgt, USAF
NCOIC, Records Maintenance

1st Ind,

MEMORANDUM FOR TRANSTECs CORPORATION CUSTOMER SERVICE

Details are needed. Please do not delete.

Print Name, Grade, Section, Duty Phone

Signature of Organizational Commander

Details are no longer needed. Organizational account may be deleted.

Print Name, Grade, Section, Duty Phone

Signature of Organizational Commander

2d Ind,

MEMORANDUM FOR TRANSTECs CORPORATION CUSTOMER SERVICE

Reviewed PFMR and Cost Center Code.

Signature and Date

Attachment 1A6 (Added)

SAMPLE EQUIPMENT CUSTODIAN APPOINTMENT MEMORANDUM

MEMORANDUM FOR TRANSTECS CORPORATION EQUIPMENT MANAGEMENT

FROM:

SUBJECT: Primary and Alternate Equipment Custodians

1. The following personnel are appointed equipment custodians IAW AFMAN 23-110, Vol 2, Pt 2, Chap 8 and 22:

Organization (squadron/office symbol):

Departing Custodian (Name/Rank):

Account Number: _____

Section Title: _____

Primary Custodian: Name, Grade, Duty Phone, Building Number

Sample Signature:

Date Trained:

Alternate Custodian: Name, Grade, Duty Phone, Building Number

Sample Signature:

Date Trained:

2. Name and grade of designated individual authorization to sign AF Form 601, Block 7, for the organizational commander:

Sample Signature:

1. These individuals **are/are not** authorized to sign for classified property.

COMMANDER'S SIGNATURE BLOCK

THOMAS D. SHEARER, Colonel, USAF
Commander, 90th Space Wing